Agency/Component: National Aeronautics and Space Administration (NASA)

2010 Hiring Reform Action Plan	
Hiring Reform Initiative: Improve the speed of the hiring process	**Date:** **July 6, 2010**
Describe the barrier, problem, or deficiency being addressed: NASA's hiring process fails to meet the Governmentwide 80-day model. The average fill time is approximately 110 days. Major barrier identified during the 2009 SWAT Team initiative was that for those vacancies materializing when a valid position description did not exist, an additional 33 days was added to the hiring process.	
Describe what is causing the barrier/problem (i.e., What is the root cause?): Hiring managers and HR Specialists are beginning the position description development process after a vacancy materializes rather than proactively ensuring a valid position description is in place prior to initiating a request to fill a position	
Define success or the desired outcome upon completion of applied tasks: By ensuring position descriptions are in place upon the initiating of a request to fill a vacancy, NASA's should reduce its fill time by an average of 33 days, thereby reducing it from 110 days to around 77 days.	

Primary Action Planning Team
   Lead: NASA Position Classification Program Manager
   Members: NASA Position Classification Community	

Action Steps				
Actions to be Taken	**Key Deliverables/Output**	**Start Date/ End Date**	**Responsible Party (Parties)**	**Budget, Resources, and Approvals Needed**
Establish a process that starts and ends the Position Classification process prior to the initiation of a fill action	• Streamlined NASA Position Classification Process • Tool to track classification process in (ePDS) system	Completed TBD	NASA Position Classification Community	Staff Support
Create Manager/Administrative Officer Quick Reference Guide, on-line Toolkit, and Training tools for HR Specialist and Hiring Managers	• Develop content • Incorporate other resources such as those located on OPM website • Educate and market process and training materials	6/30/10 – 12/31/10	NASA Position Classification Community	Staff Support
Educate and promote use of Standard Position Descriptions (PDs)	• Determine how Standard PDs can be best utilized • Established agency goals for the use of Standard PDs	6/30/10 – 12/31/10	NASA Position Classification Community	Staff Support

6/4/10

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Educate and promote use of Standard Position Descriptions (PDs) (continued)	• Enhance electronic PD tool (ePDS) to accommodate Career Ladder Standard PDs • Develop guidance on Center Standard PD usage • Educate and market benefits	TBD	NASA Position Classification Community	Staff Support